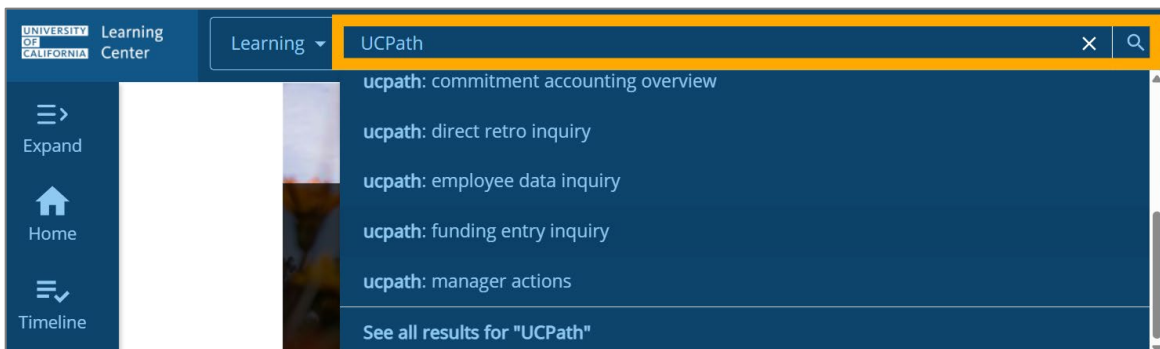
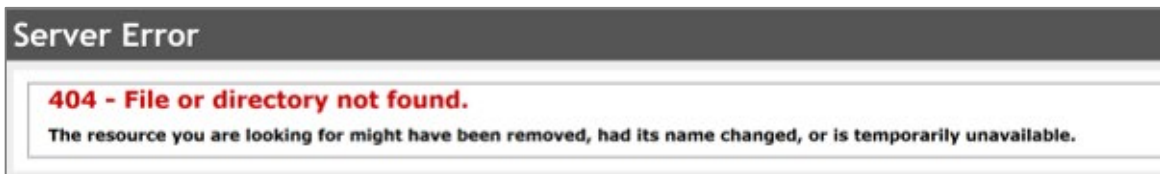
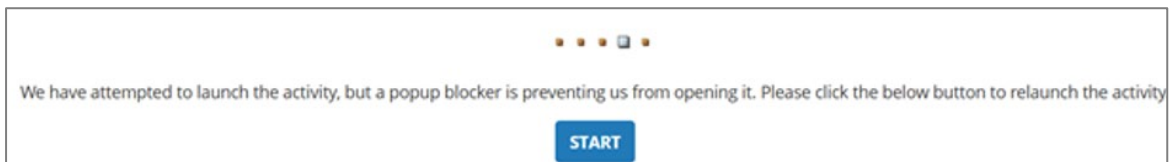


UCPATH LMS Courses

UCPATH Center has created several online web-based courses hosted in the UC-Learning Management System (UCLC-LMS). These Courses are designed to provide high level information about the UCPATH System. Please note, UC Merced has augmented some topics with [Local Job Aids](#) to enrich campus users experience.

Access

To access the UCPATH Center courses, log into [UC Learning Center](#) also known as LMS (**UC Merced NetID required**). If you run into a loading issue or receive a **404 Server Error**, please Enable Cookies as cookies must be enabled to allow pop-ups. Type **UCPATH** in the Search Bar to see the list of all UCPATH courses or query using course name or course activity code.



List of UCPATH LMS Courses

Listed below you will find the topic, a brief overview, course length and course number.

Course Name / Course Activity Code	Course Description	Intended Audience	Course Duration
UCPATH: PeopleSoft Overview ME-PHCMNAV100	This course provides an overview of PeopleSoft and the modules for users who perform transactions beyond self-service at Locations and UCPATH Center. UCM D1 v1	Primary: Personnel Analysts, HR Analysts, APO Analyst, Chief Administration Officer. Initiator of Payroll Forms Secondary: Payroll Analyst	20 Minutes
UCPATH: Basics and Navigation ME-PHCMNAV105	This web-based training course is intended as a prerequisite course for all new users of the UCPATH system. It provides an overview of all standard PeopleSoft functionality. UCM D2 v02	All Campus Inquiry Users	1 Hour
UCPATH: WFA Overview ME-PHCMWFA110	This course provides an overview of the UCPATH Workforce Administration (WFA) module and the employee lifecycle in UCPATH. This course also introduces processes for the UCPATH Template, PayPath and Extended Leaves of Absence transactions. ME D2 v1 <ul style="list-style-type: none"> Describe the relationship between WFA and other UCPATH modules Describe the Template Transaction system process Describe the PayPath Transaction system process Describe the Extended Leave of Absence system process Describe the employee lifecycle in UCPATH 	Primary: Personnel Analysts, HR Analysts, APO Analyst, Chief Administration Officer. Initiator of Payroll Forms Secondary: Payroll Analyst	45 Minutes
UCPATH: Employee Data Inquiry ME-PHCMWFA100	This course provides an overview of how employee data is stored in UCPATH and how to view employee information. UCM D2 v1 <ul style="list-style-type: none"> Employee Data Introduction Job Data Workforce Job Summary Person Organizational Summary Position Information 	Primary: Personnel Analysts, HR Analysts, APO Analyst, Chief Administration Officer. Initiator of Payroll Forms	30 Minutes

Course Name / Course Activity Code	Course Description	Intended Audience	Course Duration
UCPATH: Absence Management Overview ME-PHCMABM100	This course provides an overview of the Absence Management (ABM) module, the purpose of ABM and how UC is using the ABM module. UCM D1 v1	Primary: Personnel Analysts, HR Analysts, APO Analyst, Chief Administration Officer. Initiator of Payroll Forms Secondary: Payroll Analyst	20 Minutes
UCPATH: Direct Retro Inquiry ME-PHCMGEN115	This course provides an overview of the customized process for direct retro (salary cost transfer) functionality. UCM D2 v01	Primary: Accounting, Budget, Financial Analysts Secondary: Payroll Analysts	20 Minutes
UCPATH: Cognos Reports ME-PHCMNAV108	Cognos will be upgraded from version 10.2 to version 11 in January 2019 (target date). This course covers Cognos version 11 functionality. This course introduces Cognos report consumers to the basic layout and navigation of Cognos reports for UCPATH, including accessing and running a report, viewing report output, and saving report output. UCM D2 v01 <ul style="list-style-type: none"> • Access and search for UCPATH Cognos Reports • Apply recommended browser setting for UCPATH Cognos Reports • Use UCPATH Cognos toolbars • List the standard steps for running reports • Use report prompts to run a report • Review report results in HTML Format • Save a report view • Display report results in other formats • Create a report subscription 	Primary: UCPATH Cognos Report Consumers Secondary: Payroll Analysts	30 Minutes
UCPATH: Funding Entry Inquiry ME-PHCMGEN110	This course provides an overview of the UC funding entry process. It also provides details about reviewing funding entry information in UCPATH. UCM D2 v01 <ul style="list-style-type: none"> • Describe the use of Funding Data at UC • Identify the components of Funding Data 	Primary: Accounting, Budget, Financial Analysts Secondary: Payroll Analysts	20 Minutes

Course Name / Course Activity Code	Course Description	Intended Audience	Course Duration
UCPATH: Commitment Accounting Overview ME-PHCMGEN100	This course provides an overview of all sections and functionality on the UCPATH Commitment Accounting module. UCM D1 v1 <ul style="list-style-type: none"> Outline the role of Commitment Accounting at UC List the primary functions of Commitment Accounting Describe the need for the general ledger (GL) integration process 	Primary: Accounting, Budget, Financial Analysts Secondary: Payroll Analysts	15 Minutes
UCPATH: Manager Actions ME-PHCMPOR120	This course provides an overview and details for manager tasks on the UCPATH website. UCM D2 v1 <ul style="list-style-type: none"> Identify Manager Actions Display and review employee information Display and review employee absence balances Display and review employee compensation history Display and review team profiles 	Primary: UCPATH Report To Managers Secondary: Payroll Analysts	30 Minutes
UCPATH: Budget Inquiry ME-PHCMGEN112	This web-based course provides an overview of budget functionality as well as practice viewing various budget and position pages. UCM D2 v01 <ul style="list-style-type: none"> Identify key position pages for inquiry in UCPATH Identify key budget pages for inquiry in UCPATH Describe the uses of budget data View position information View Budget distribution information 	Primary: Central Budget Office Secondary: Financial Analysts wanting more context in UCPATH Budget Snapshot process	30 Minutes

Resources

Visit the Payroll Services website at bfs.ucmerced.edu/payroll-services to view other [Job Aids/Step By Step](#) including:

- Funding Inquiry
- Direct Retro/SCT Inquiry
- Benefit Cost Transfer (BCT) Inquiry